

**Cal Poly Pomona
Quarter to Semester
Conversion
Graduate Student
Handbook**



Cal Poly Pomona Quarter to Semester Conversion Graduate Student Handbook

Last Updated: 2/14/18

The Semester Conversion team is continually updating this handbook. Check back regularly for updates!

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CPP's Pledge to Students

The continued success of our students is our highest priority during this conversion. The faculty and staff at Cal Poly Pomona commit to a two-way partnership with students to achieve a conversion that does not adversely affect the time to degree or cost of the degree.

The University's Commitments

- There should be no loss of credits applied to students' degree requirements earned before the semester conversion.
- The time to graduation should be the same as would have been the case had Cal Poly Pomona remained on the quarter system.
- It will provide timely and focused advising support and assistance to prepare a Transitional Master's Contract (CC) for graduate students whose programs span the quarter-to-semester transition.
- Changes in policies and procedures shall be communicated to students in a timely manner.
- Annual student tuition and fees under the semester system should not be greater than they would be under the quarter system. (CSU tuition fees, as well as campus based fees, may be adjusted as deemed necessary and authorized by the Board of Trustees and/or the campus president.)
- Conversion should not adversely affect students' financial aid.
- Tuition and fees payment schedules as well as financial aid and scholarship disbursements will be aligned with the semester calendar in a manner consistent with the schedules that exist under the quarter calendar.

Students' Commitments

- It is expected that transitional graduate students will submit a master's contract no later than the end of the second term of attendance. All students should:
 - Develop a Transitional Master's Contract.
 - Meet minimum grade requirements.
 - Consult regularly with an advisor and follow advising instructions.
 - Satisfy all other graduation requirements as specified in the catalog and transitional master's contract.
 - Be flexible with choices of classes and times.
- All students should stay informed about university policies and procedures via their Cal Poly Pomona email. Email is the university's official form of communication.

The university shall make a good-faith effort to support students through the conversion process. The university is not responsible for consequences that occur because of students not meeting the above commitments.

Overview of Semester Conversion

Cal Poly Pomona faculty and staff are hard at work in the process of converting from quarters to semesters. The semester system will allow you to get to know your professors and classmates better, have more time to learn and study class material and take advantage of more internship or study abroad opportunities. Our first semester term will be fall 2018 and will begin August 23, 2018.

All Cal Poly Pomona graduate students with classes both in quarters and semesters will be responsible for creating a transitional master's contract in partnership with their graduate coordinator and/or academic advisor. This step should be accomplished as soon as possible. If you are graduating before Fall 2018, you will not be affected by the conversion. However, students who will transition to semesters will need to make sure they talk to their academic advisor to stay on track to graduation.

In this guide, you'll find resources and tools to aid you in making your transition plan, as well as information about what's changing and what's staying the same. You'll also find resources at [Student Success Central](#), a website that has the academic calendar, advising and academic resources, support services information and more. You'll also be able to find all semester conversion-related information on the [Semester Conversion website](#).

What's changing in Fall 2018, and what's staying the same?

	Quarters	Semesters
Academic Year	Fall Quarter, Winter Quarter and Spring Quarter	Fall Semester and Spring Semester
Term Length	10-Week Quarters	15-Week Semesters
Optional Terms	Summer Quarter	Summer Session
Units for Full-Time Status	8 Units Per Quarter	9 Units Per Semester
Academic Year Calendar	Starts in September and ends in June	Starts in August and ends in May
Tuition	Annual tuition is divided into three quarters*	Annual tuition is divided into two semesters*
Financial Aid	Annual award is divided into three quarters	Annual award is divided into two semesters
*Optional term not included		

Tuition Costs

Semester conversion will not affect overall annual tuition costs. However, on the semester calendar, you will pay twice a year instead of three times per year.

The price per term will be higher than you're used to because it's being split into two instead of three. You will need to be more mindful of payment due dates. If you have difficulty meeting the payment deadlines, contact [Student Accounting & Cashiering Services](#).

What's changing in Fall 2018, and what's staying the same?

	Quarters	Semesters
Tuition (Optional terms not included)	Annual tuition is divided into three quarters	Annual tuition is divided into two semesters

Financial Aid & Scholarships

Semester conversion will not affect the amount of financial aid you may receive. [Financial Aid & Scholarships](#) will continue to award you based on your Expected Family Contribution (EFC) as determined by the Free Application for Federal Student Aid (FAFSA). However, disbursement will happen twice a year instead of three times.

The refund process will remain the same. Your financial aid will be applied to your student account and any excess funds (refund) will be returned to you by direct deposit (if you are signed up for this service) or through the mail.

What's changing in Fall 2018, and what's staying the same?

	Quarters	Semesters
Financial Aid Disbursement	Annual award is divided into three quarters	Annual award is divided into two semesters
Units Needed for Full Financial Aid Disbursement*	8 units	9 units
Satisfactory Academic Progress Notification	Measured after Spring grades post	Measured after Spring grades post

**A student has to be full-time in order to receive the full amount of their disbursement. If they are less than full-time, the disbursement will be prorated based on enrollment.*

Curriculum Changes and Course Numbering

The [Semester Conversion Course Conversion Guide](#) is a tool that shows you how your remaining quarter curriculum requirements translate into semesters. Not all courses will have equivalent translations or are available, as many are still being reviewed and approved.

Most quarter courses will be assigned new course numbers in semesters, and some may also have new course names. You can see an example below. Semester courses will have a four-digit course number instead of three, which will help you see the difference. Some quarter courses will also be combined or split apart into semester courses, and some quarter courses may not be offered in semesters.

The Conversion Guide is not meant to replace the academic plan you prepare in consultation with your academic advisor and/or graduate coordinator.

Conversion Guide Example Course Listing

Q2S Course Listing						Personalize	Find	First	1-139 of 139	Last
Detail	Quarter Courses (Units)	Semester Course (Units)	Comments	Last Updated						
1 1 to 1	BIC 101 (3) - Intro to Bicycling	BIC 1010(2) - Intro to Bicycling	This semester course is equivalent to the corresponding quarter course and satisfies program requirements and grade replacements.	10/05/17	9:48:15AM					

Explanation of Course Equivalency Details

Be sure to read the comments for any course in the Conversion Guide.

TBD means that the quarter to semester equivalency is to be determined. Work with your academic advisor if you need to take a course that has this Detail.

1 to 1 means that one quarter course has translated directly to one semester course.

1 to Many means that one quarter course has become multiple semester courses. Pay special attention to the Comments for these classes.

Many to 1 means that many quarter courses have become one semester course. Pay special attention to the Comments for these classes.

Quarter Only means that the course was only offered in quarters and there won't be a semester equivalent.

Semester Only means that the course has been newly created for semesters and that there isn't a quarter equivalent.

For more information about using the Conversion Guide, visit the [Semester Conversion website](#).

Quarter to Semester Unit Conversion

What's changing in Fall 2018, and what's staying the same?

Unit Requirement
in Quarters

Unit Requirement
in Semesters

Most Majors:
45 units

Most Majors:
30* units

**Other programs may have higher unit requirements.*

Semester Units = Quarter Units divided by 1.5

Quarter Units = Semester Units multiplied by 1.5

The amount of units required for a degree in the quarter system will change in the semester system. For most programs, a 45-unit requirement will become a 30-unit requirement. Units earned under the quarter system are converted to semester units by dividing the number of quarter units by 1.5. For example, a 4-unit quarter class is equivalent to 2.67 units in the semester system.

In addition to meeting unit requirements, you must also meet curriculum requirements. You should work with your academic advisor to decide if you should complete your degree requirements on your program's quarter curriculum, or if it is more advantageous to switch to completing your degree requirements on your program's semester curriculum when you graduate.

Unit Converter Calculator

Access a unit converter calculator on the [Semester Conversion website](#).

Your Semester Conversion Toolbox

Your graduate coordinator.

Work with them to draft your transition plan. Find their information at <http://www.cpp.edu/~academic-programs/graduate-studies/about/graduate-coordinators.shtml>.

Conversion Guide.

Use this to find out how your remaining quarter degree requirements translate into semesters. It's on the [Semester Conversion website](#).

The University Catalog.

Use this to find official university policy and course information. Find it at catalog.cpp.edu.

Student Success Central website.

Use this to find the academic calendar, academic and advising resources, support services and more. Find it at www.cpp.edu/studentssuccess.

Semester Conversion website.

Use this to find conversion-related information and updates. Find it at www.cpp.edu/semester.

Cal Poly Pomona (@calpolypomona) and Bronco Advising Center (@cppbac) social media accounts.

Follow on Facebook, Twitter and Instagram to get up-to-date news about semester conversion.

The Student Success Ambassadors.

These are your peers that can help you use your resources. Find them at www.cpp.edu/studentssuccessambassadors.

What's Next?

Cal Poly Pomona has pledged that you will not lose any credits, have your time to graduation extended or experience any increased costs as a result of the conversion. However, you must also do your part to uphold this pledge.

You may be contacted by your faculty advisor or department via your Cal Poly Pomona email address. It is very important that you respond to these messages in a timely manner, as they will give you important information on steps you need to take to make your transitional master's contract. You should also continue to monitor your BroncoDirect Student Center and MyCPP.

Once you create your transitional master's contract and your advisor approves it, it will be important to follow the plan. Any deviation from the plan on your part (i.e. failing a class, not taking courses in the sequence listed in your plan, etc.) will likely result in your graduation date being delayed.

If you have any questions about your program curriculum or your transitional master's contract, contact your academic advisor. If you have any questions about university policy and procedures, contact your department or the Graduate Studies Office.

2017-18 Academic Calendar*

Fall 2017

First Day of Classes	September 21, 2017
Holiday – Veteran’s Day Observed	November 10, 2017
Holiday – Thanksgiving	November 23-24, 2017
Last Day of Classes	December 1, 2017
Finals Week	December 4-8, 2017
Winter Break	December 11-31, 2017

Winter 2018

Holiday – New Year’s Day	January 1, 2018
First Day of Classes	January 2, 2018
Last Day of Classes	March 9, 2018
Finals Week	March 12-16, 2018
Spring Break	March 19-23, 2018

Spring 2018

First Day of Classes	March 26, 2018
Holiday – Cesar Chavez Day	March 30, 2018
Holiday – Memorial Day	May 28, 2018
Last Day of Classes	June 1, 2018
Finals Week	June 4-8, 2018
Commencement	June 8-10, 2018

Summer 2018

First Day of Classes	June 18, 2018
Holiday – Independence Day	July 4, 2018
Last Day of Classes	July 20, 2018
Finals Week	July 23-24, 2018

*All dates are subject to change. Visit [Student Success Central](#) for the most up-to-date calendar.

2018-19 Academic Calendar*

Fall 2018

First Day of Classes	August 23, 2018
Holiday – Labor Day	September 3, 2018
Holiday – Veteran’s Day Observed	November 12, 2018
Holiday – Thanksgiving	November 22-23, 2018
Last Day of Classes	December 9, 2018
Finals Week	December 10-16, 2018
Winter Break	December 19, 2018-January 18, 2019

Spring 2019

Holiday – Martin Luther King Jr.’s Birthday	January 21, 2019
First Day of Classes	January 19, 2019
Holiday – Cesar Chavez Day	April 1, 2019
Spring Break	April 2-6, 2019
Last Day of Classes	May 10, 2019
Finals Week	May 11-16, 2019
Commencement	May 17-19, 2019

Summer 2019

Holiday – Memorial Day	May 27, 2019
Summer Session I (10 weeks)	May 29-August 1, 2019
Summer Session II (5 weeks)	May 29-June 27, 2019
Summer Session III (5 weeks)	July 3-August 1, 2019
Holiday – Independence Day	July 4, 2019

*All dates are subject to change. Visit [Student Success Central](#) for the most up-to-date calendar.